



KENT COUNTY EMPLOYMENT OPPORTUNITY

Kent County Human Resources Department, County Administration Building,
300 Monroe Avenue NW, Grand Rapids, MI 49503

Telephone: (616) 632-7440

Fax: (616) 632-7445

www.accesskent.com/jobs

**Casework Supervisor
Friend of the Court
82 Ionia NW
\$53,382 to \$64,083 Full-time**

Job Responsibilities

The successful candidate will supervise casework staff that provides professional case management services for parents, children and other parties litigating support and other domestic relations issues. Individual will ensure proper flow of cases through the FOC, equitable enforcement of domestic relations court orders and client participation and compliance with court orders. Will provide training and work assignments to staff and will assist with difficult cases. Individual will supervise staff responsible for Income review, Interstate cases, and the Non-Custodial Parent Program. Will be responsible for other duties as assigned. Reports to an Operations Unit Manager.

Job Requirements

Bachelor's degree in Sociology, Psychology, behavioral sciences or a human services discipline combined with five years experience as a social or other caseworker. Requires working knowledge of the Michigan Child Support Formula, domestic relations law and court procedures and protocol. Working knowledge of casework and counseling principles and practices are required. Familiarity with community resources and services available to clients are essential. Must possess excellent communication skills, both oral and written, and the ability to interact with clients from a wide variety of backgrounds. Requires computer literacy including knowledge of spreadsheets, word processing, database and GIS applications. Ability to speak and understand Spanish or other foreign language is an asset. Relevant Master's degree or M.S.W. and previous supervisory experience in a Friend of the Court and/or Family Court strongly preferred. Desire knowledge of the Michigan Child Support Enforcement System (MiCSES).

Candidates must submit a Kent County Application for Employment along with a cover letter and resume by February 29, 2008.

APPLICATIONS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE DATE THE POSITION CLOSES.

Kent County Is An Equal Opportunity Employer.

"Kent County...where diversity and inclusion matter"